



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer

At its meeting held February 17, 2004, the Board took the following action:

63-A

Supervisor Knabe made the following statement:

"In his February 13, 2004 memorandum to the Board, the Chief Administrative Officer informed the Board of six (6) Department of Health Services items on today's agenda that do not adhere to the County's policy and procedure regarding the timely submission of contracts for Board approval. The reasons given were critical staff shortages in the contracting unit which lead, to among other things, delays in obtaining contractor approval, and delays in attempting to complete Requests for Proposal. What is not mentioned is that each time the Department requests lengthy time extensions to complete its competitive process, the opportunity to bring in a quality vendor at a more favorable cost to the County is delayed.

"I want to point out, that these are not isolated incidents. The failure of this Department to strictly adhere to the County's policy and procedures has been going on for a number of months, some may argue that it has been a couple of years. Regardless, it appears to be a bomb ready to explode.

(Continued on Page 2)

63-A (Continued)

“The nearly 2,000 active contracts provided by this contracting unit are key to hospital, clinic and other vital personal and public health care operations. Failure of this unit to fulfill its function will have a devastating ripple effect throughout the Department. This is not an operation that should be hobbling along without a permanent Director since 2001 or an acting Director for five or six months; yet it has. The Board has been patient enough. The Board unanimously approved my April 24, 2001 motion setting up the County-wide Contract Staff Recruitment and Training Program, and we expect all departments to comply, not just some.”

Therefore, on motion of Supervisor Knabe, seconded by Supervisor Molina, unanimously carried, the Chief Administrative Officer, in consultation with the Director of Health Services, the Director of Personnel, and other affected departments, was instructed to report back to the Board in 30 days on:

1. The status of the Board's request to provide contract training and continuing education to all County personnel engaged in contract functions, including the Department of Health Services Contract Division's participation in the County's Contract Staff Recruitment and Training Project; and,
2. A work plan and timelines for improving and stabilizing the contracting operations within the Department of Health Services.

5021704-63-A

Copies distributed:

Each Supervisor
County Counsel
Auditor-Controller
Director of Health Services
Director of Personnel
Interim Director of Internal Services